



Nisga'a Lisims Government

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NISGAANATION.CA

JOB POSTING

POSTED: December 4, 2024

Closed: December 18, 2024

POSITION: Citizenship Registry Manager
SALARY RANGE: Commensurate with Qualifications and Experience
SUPERVISOR: Director of Programs and Services
HOURS: 35 hours per week **TERM:** Full-time Permanent **LOCATION:** New Aiyansh BC

JOB SUMMARY: The Citizenship Registry Manager will be responsible for the record management of the Nisga'a Nation citizenship registry, in accordance with the Nisga'a Citizenship Act and Regulation. The Manager will maintain current and accurate records. The Manager will develop, review and evaluate procedures to ensure the accuracy of the Citizenship enrollment, registry and demographics. The Manager will analyze the demographic and social trends of the Nisga'a population database to inform the programs and services projections, planning and financial implications.

DUTIES:

- Maintenance of the Enrolment List and Citizenship Registry, in accordance with the
- Nisga'a Citizenship Act and Regulations.
- Effective record management and maintenance of the citizenship registry within a
- customized database system.
- Inform the Executive, through the Director, on the status, development, evaluation of the
- citizenship registry and database analysis as required by the Nisga'a Programs and Services
- Delivery Act.
- Establishing working relationship with Village Governments on their respective membership
- data and complete Information Sharing Agreement responsibilities.
- Certification of population database, therefore a willingness to obtain a notary public
- certification is required.
- Confirm Nisga'a Citizenship internal and external entities.
- Provide supervision to departmental staff.
- Facilitate meetings with various committees, groups, organizations, etc. as required in order to advance the mandate of the department.
- Other related duties as required.

EDUCATION / EXPERIENCE / KNOWLEDGE:

- Minimum of three years of experience in a managerial and supervisory position
- Bachelor of Arts in Public Administration is or related degree highly preferred
- Diploma in business administration is an asset
- Experience and working knowledge of various databases
- Knowledge of statistics and data analysis
- Advanced Experience and working knowledge in computer programs, (Microsoft, databases, excel; FileMaker Pro)
- Knowledge of the Nisga'a Citizenship Act
- Awareness of the Nisga'a cultural and family systems

OTHER:

- 3 recent work related references will be required;
- Valid drivers' license preferred.
- The successful candidate will be subject to a criminal record check;

Applicants are required to submit a resume with cover letter describing their qualifications and related experience prior to **5:00 p.m. on December 18, 2024**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ALL RESUME PACKAGES MAY BE DIRECTED TO:

Nisga'a Lisims Government
Attention: Human Resources Department
P.O. BOX 231, New Aiyansh, B.C., V0J 1A0
Email: hr@nisgaanation.ca